

WIDA Focus - Week of February 3, 2014

Need more WIDA Assessment materials?

Additional materials can be placed through MetriTech once you have received your initial material order on February 3rd or 4th. You will receive instructions in your initial material order shipment on ordering procedures. Please note that additional material orders should only be placed for the following scenarios:

- You have a newly enrolled student(s) (after January 14) and you do not have sufficient material overage in order to test the student(s).
- You have a student whose IEP team has decided that the WIDA Alternate ACCESS is the appropriate assessment but you only have the general WIDA ACCESS for ELLs materials.
- You have a student for whom you had ordered the WIDA Alternate ACCESS whose IEP team has now determined that the general WIDA ACCESS for ELLs is appropriate but you do not have sufficient material overage in order to test the student.

Required Certification for Anyone Administering the WIDA ACCESS or Alternate ACCESS for ELLs

View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the World-Class Instructional Design and Assessment Assessing Comprehension and Communication in English State-to-State for English Language Learners (WIDA ACCESS) or Alternate ACCESS for ELLs. There are **NO** substitutes for these modules (in-district professional development, other videos, etc.). Test administrators must achieve an 80% on each quiz associated with the modules in order to receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.

English Learner (EL) Student Identification in Michigan Student Data System (MSDS)

All students who are scheduled to take the WIDA ACCESS for ELLs or Alternate ACCESS for ELLs **MUST** be identified as needing EL services in MSDS by April 30th. Any student who has taken these assessments and is not identified in this manner will have their scores invalidated. Please contact your district's student information system manager or the Center for Educational Performance and Information (CEPI) at (517) 335-0505 if you have questions pertaining to MSDS.

Additionally, ALL students who have been identified in MSDS as needing EL services, at any point this year, **MUST** take the WIDA ACCESS or Alternate ACCESS for ELLs.

Your Current Assessment Coordinator Checklist:

- ☐ View/Ensure staff has completed the **REQUIRED** online training modules that must be completed in order to administer the WIDA ACCESS or Alternate ACCESS for ELLs. Test administrators must achieve an 80% on each quiz associated with the modules in order to

receive their certificate of completion and approval for administration. Please refer to the [2013-2014 WIDA Professional Development Plan and Calendar](#) for information on how to create training accounts and which modules to watch. It is only necessary to complete the sets of modules for which a test administrator will actually be administering. For example, if a test administrator will not be administering the Kindergarten version of the WIDA ACCESS for ELLs, then this required module can be waived.

- ☐ Create assessment calendar/schedule for students and classrooms.
- ☐ Identify students who may need accommodations for the WIDA ACCESS or Alternate ACCESS for ELLs. Refer to the [Assessment Accommodations Summary Table](#) and [related Frequently Asked Questions](#) document for more information.
- ☐ Prepare for assessment materials to arrive at the district the **week of February 3rd** by alerting appropriate staff of expected shipments.
- ☐ Take inventory of initial materials during the **week of February 3rd**. If additional materials are needing during the testing window, they may be ordered directly from MetriTech via fax, phone, or email. Instructions on how to order additional materials will be included in the initial material shipment.
- ☐ Ensure that standard enrollment protocol is followed for any students entering the district during the Spring WIDA testing window. Students should be screened with the WIDA ACCESS Placement Test (W-APT), if necessary based on Home Language Survey responses, and then the WIDA ACCESS or Alternate ACCESS administered if the student is found eligible for EL services.
- ☐ Work with student information system manager in your district to ensure all students who are scheduled to take the WIDA ACCESS or Alternate ACCESS for ELLs are identified as needing EL services in MSDS. This must be completed by April 30th.

Please let our office know if you have any questions at: 1-877-560-8378, Option 4 or e-mail baa@michigan.gov.